



ICS Volunteer Job Description Gifts of Love Volunteer

Job Title: Gifts of Love Volunteer, reports to Special Projects Coordinator

Program: Development Special Projects – Gifts of Love

Gifts of Love is a program that helps families and seniors who have received assistance in the past and could benefit from additional assistance during the holidays. We match pre-screened families and seniors in need with generous individuals, organizations, and faith partners to provide gifts during the holiday season.

Job Description:

Gifts of Love Volunteers will aid in contacting clients, gift distribution/receiving, and general support for the Gifts of Love Program. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Call clients that may be interested in being a Gifts of Love recipient
- Record conversation details into a document provided on Microsoft Excel
- Help in gift receiving and distribution, including dropping off gifts if needed
- Due to COVID-19, volunteers must be willing and able to use their personal phones and computers.

Volunteer Qualifications:

- Pass a background check and provide a motor vehicle report
- Willingness and ability to make and receive phone calls and texts on your personal phone
- Comfort with technology and using online programs such as Google Voice
- Great written and verbal communication and attention to detail
- Access and ability to use Microsoft Excel
- Use of a personal vehicle if making gift deliveries

Location: Remote for phone calls and data entry; Ina Road NW Office (2820 W Ina Rd.) for gift receiving and distribution

Time Commitment: October - December, 8-12 hours per week; time commitment is flexible and based on availability